

Town of Center Harbor
Nichols Memorial Library Trustee Meeting

-Approved 11/23/2021-

Minutes - November 12, 2021

Call to Order: Meeting called to order at 10:00 am. In attendance: Trustees Ann Xavier, Karen Ponton, Stephany Marchut Lavallee, Sandy Frost, Ginny Fisher; Bette Miller

1. Brief introduction to library RSAs and the New Hampshire Library Trustees Association (NHLTA.org) as a resource. The library policies are currently undergoing revision and bylaws will need to be amended.
2. Karen Ponton moves to elect Ann Xavier to the office of Chairperson, Stephany seconds the motion. Motion passes with Ann abstaining.
3. Karen moves to elect Ginny Fisher to the office of Secretary, Stephany seconds the motion. Motion passes with Ginny abstaining.
4. Ann moves to elect Karen to the office of Treasurer, Stephany seconds. Motion passes with Karen and Sandy abstaining
5. Approval of minutes from previous meetings is postponed to next regular monthly meeting. Newly appointed members of the board have not had a chance to review them.
6. 10:15 am – Karen moves to go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter, Ginny seconds. Roll call vote: Ann - yes, Stephany - yes, Karen - yes, Sandy - yes and Ginny- yes. The Board discusses the Search Committee's recommendation that the Board interview [an individual] for the position of Librarian/Library Director. A date for the interview is selected. The Board also discusses staffing needs. A. Xavier will talk with our library assistant after today's meeting about her recommendations for keeping the Library open and her needs. K. Ponton is asked to contact an individual who has expressed interest in helping us out temporarily about her availability. At 10:48am, Karen moves to close the non-public session, seconded by Sandy. Passes by unanimous vote.
7. Meeting reconvenes at 10:48am by Ann. Discussion of proposed budget. Consensus was to see if we can get a better price on the computer maintenance contract, and if so, revise proposed budget in time for budget hearings. Motion made by Ginny and seconded by Stephany to send the budget as proposed (see attached) to the Selectmen. It is on the agenda for the November 17th Selectmen's meeting.
8. Annual Report to the Town is due on January 15th

9. Discussion of the Little Free Library postponed to next regular monthly meeting.
 10. The public is invited to the Christmas Tree lighting at the bandstand on November 27th at 5:30 pm
 11. Next meetings of the Library Trustees is Tuesday, November 23rd and Monday, December 27th at 10:00 am in the Library.
- 11:23 Karen moves to adjourn, Stephany seconds, unanimous vote in favor.

Respectfully submitted,

Ginny Fisher, Secretary
att (1)

James E. Nichols Memorial Library

2022 Proposed Budget

| | <i>2019 Actual</i> | <i>2021 Actual YTD</i> | <i>2021 Budget</i> | <i>Proposed 2022 Budget</i> | <i>For Selectmen/Town</i> |
|---|--------------------|----------------------------|--------------------|---------------------------------|-------------------------------|
| Gross Salaries (1.5 FTE for 10 months & 1.8 FTE for July & August) | \$66,963.78 | \$29,565.90 | \$50,250.00 | \$67,000.00 | \$67,000.00 |
| Health Insurance | Town | | | | |
| Worker's Comp/ Unemployment | Town | | | | |
| Fuel | Town | | | | |
| Furnishings/Equipment | 0 | \$1,177.00 | \$500.00 | \$1.00 | \$1.00 |
| Repairs/Maintenance | \$1,283.30 | \$3,140.93 | \$2,500.00 | \$1,000.00 | \$1.00 |
| Supplies | \$1,500.46 | \$2,550.91 | \$2,500.00 | \$2,000.00 | \$1.00 |
| Cleaning | Town | | | | |
| Electricity | Town | | | | |
| Telephone | \$1,416.84 | \$1,236.98 | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| Travel | \$88.35 | | \$200.00 | \$1.00 | \$1.00 |
| Collection Development | 0 | | \$1.00 | \$1.00 | \$1.00 |
| Books & Periodicals | \$10,729.93 | \$11,042.29 | \$12,000.00 | \$10,000.00 | \$10,000.00 |
| Landscaping | Town | | | \$1.00 | \$1.00 |
| Special Projects from Gifts (Squam Lakes Science Ctr Pass; NH Historical Society & NHPA Memberships) | \$640.00 | \$400.00 | \$100.00 | \$400.00 | \$1.00 |
| Professional Development (NH Library Trustees Association Membership) | \$315.00 | \$210.00 | \$500.00 | \$500.00 | \$1.00 |
| Program Projects | \$106.89 | \$56.37 | \$100.00 | \$100.00 | \$1.00 |
| Miscellaneous | \$111.88 | \$388.00 | \$100.00 | \$100.00 | \$1.00 |
| Computer Maintenance (Monthly contract begun 2021) | \$595.00 | \$2,684.75 | \$2,000.00 | \$5,946.00 | \$2,040.00 |

| | | | | | |
|-------------------------------|-------------|-------------|-------------|--|--|
| Copier Maintenance | \$125.00 | | \$125.00 | N/A | N/A |
| Legal & Professional Services | 0 | | \$1.00 | \$1,000.00 | \$1,000.00 |
| Total | \$83,876.43 | \$52,453.13 | \$72,377.00 | \$89,550.00 <i>Proposed</i> | \$81,550.00 <i>Proposed</i> |
| Nichols Fund | \$10,725.57 | \$0.00 | \$6,201.00 | \$8,000.00 <i>Proposed</i> | |
| Town Appropriation | \$84,552.00 | \$66,176.00 | \$66,176.00 | \$81,550.00 <i>Proposed</i> | \$81,550.00 <i>Proposed</i> |